

**Department of Public Relations and Communication Studies  
BA Honours: Corporate Communication  
Learn site guide 2017**

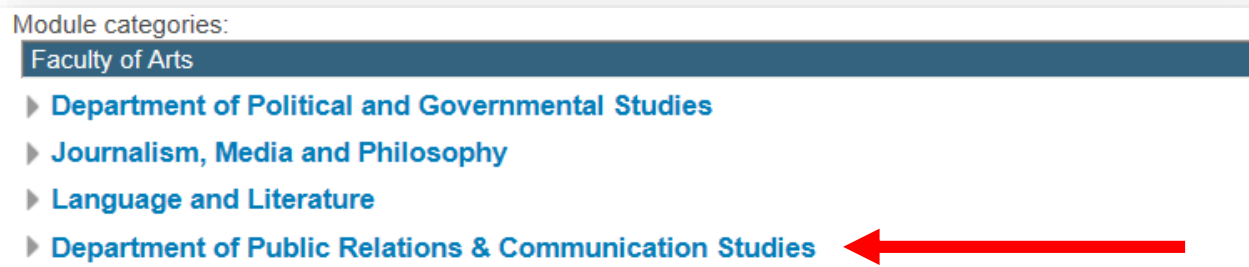
To access notes on the learn.nmmu.ac.za site, access the following site:  
<http://learn.nmmu.ac.za/login/index.php>

Log on using the username and password given to you at registration.

When logged on to the site, the following tabs will appear on the main screen.  
Point your mouse to “Faculty of Arts” and click once.



The following list will appear once you have clicked on the “Faculty of Arts” tab:



Click on “Department of Public Relations and Communication Studies.” A list of modules will appear. Scroll down until you see “P2017: Postgraduate information” and click on the link.

 [P2017: Postgraduate information](#)



You now have access to the departmental site. The site is intended to assist you throughout the year by providing resources and support in the form of forums.


### **How to download documents**

To download documents from the site, scroll until you see the red and white logo.



Example:

To download a document, just click on the wording next to the logo.

 [Important dates 2017](#)




A message will pop up to ask whether you want to open or save the document. Save the document to your PC or flash drive.

### **How to use a discussion forum**

Scroll down until you see the section below called 'I have a question/ I need assistance' and click on 'click here to add your question.'

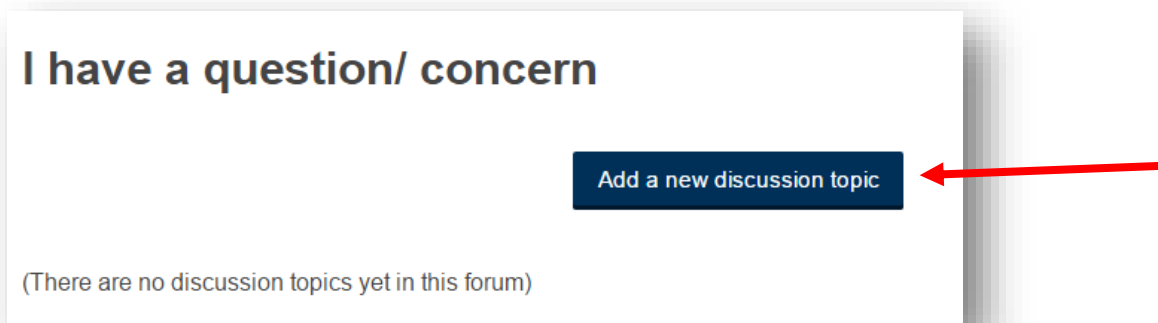
#### **I have a question/ I need assistance**

Please add your question(s) to the forum below:

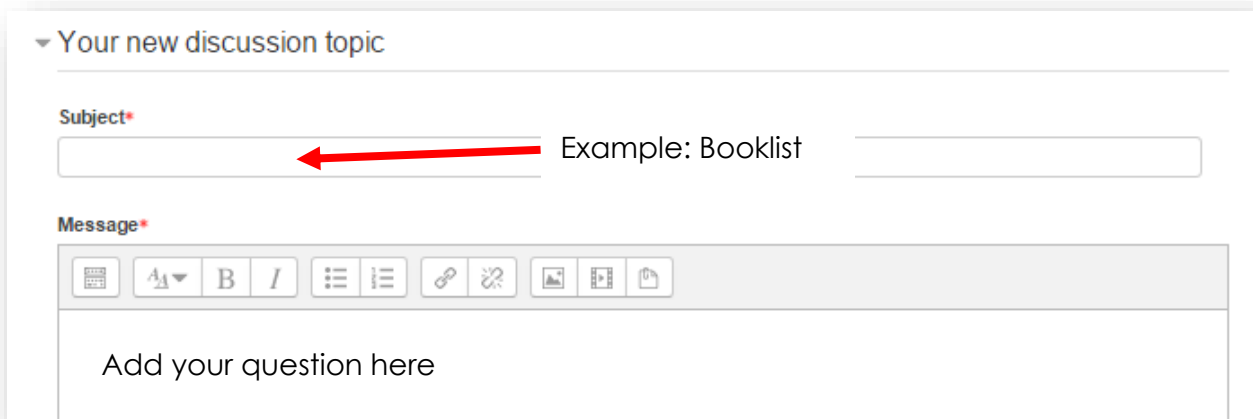
 [Click here to add your question](#)



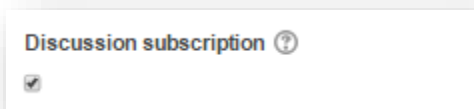
The following will appear on your screen. Click on 'Add a new discussion topic' to add your question.



The next screen will ask you to add a subject for your question and to add a message.



It is important to ensure that the textbox below the message section is ticked. This will allow you to track the comments made:



If you would like to attach anything to your message, you can do so in the following section. Simply drag the document from your home screen/ H Drive to the section highlighted below. Then click on 'mail now' to send your message and click on 'post to the forum.'

Discussion subscription ?

Attachment ?

Maximum size for new files: 500KB, maximum attachments: 9

Files

You can drag and drop files here to add them.

Mail now

Click here to send your message

Post to forum Cancel

Click here to post your message to the forum